



# MANAGING OUR HERITAGE?

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MID-ATLANTIC REGIONAL  
ARCHIVES CONFERENCE

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SOUTH ATLANTIC ARCHIVES  
& RECORDS CONFERENCE

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SPRING 1985 MEETING

APRIL 25TH-27TH  
THE RICHMOND MARRIOTT  
RICHMOND, VIRGINIA





# COMMONWEALTH of VIRGINIA

Office of the Governor

Richmond 22202

April 1985

# S MARAC A R C

A MESSAGE FROM THE GOVERNOR

To: The Joint Meeting of the South Atlantic Archives  
and Records Association and the Mid-Atlantic  
Regional Archives Conference

Americans have always shown an interest in their historical  
legacy. The management of public records from our past are  
among our most valued possessions.

Your conference reveals that you will be devoting  
your time to improving skills in the care and keeping of our  
documentary heritage.

I commend you for this worthwhile undertaking - and wish you  
well in your deliberations.

*Charles S. Bell*  
GOVERNOR





## COMMONWEALTH of VIRGINIA

Charles S. Robb  
Governor

Office of the Governor

Richmond 23219

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Charles S. Robb  
Governor



# City of Richmond

ROY A. WEST  
MAYOR



RICHMOND, VIRGINIA 23219

## GREETINGS:

As Mayor of the City of Richmond, it is a pleasure to welcome you to our fine City on the occasion of your first joint meeting of the South Atlantic Archives and Records Conference and the Mid-Atlantic Regional Archives Conference.

We are so very happy that you chose to convene your conference in Richmond, a city whose heritage and legacy lends itself well to the challenges that await the archivists gathered for this important meeting. The theme of this conference, "Managing Our Heritage" typifies the changing needs of your profession as you endeavor to manage the past in a high-tech futuristic society.

Please accept my best wishes for a successful and productive conference. And again, welcome to Virginia's capital city!

Sincerely,

*Roy A. West*  
Roy A. West  
Mayor





## COMMONWEALTH of VIRGINIA

VIRGINIA STATE LIBRARY  
RICHMOND 23219-3491

DONALD HAYNES  
STATE LIBRARIAN

TO: The Joint Meeting of the Mid-Atlantic Regional  
Archives Conference and the South Atlantic  
Archives and Records Conference

### GREETINGS:

The staff of the Virginia State Library are honored that you have chosen Richmond as the site of your 1985 meeting. We share your concern for the proper management of the records that are the evidence of our heritage. The wide spread of the geographic area you serve and the variety of your occupational specialties indicate the vastness and complexity of the job you must perform.

That you are willing to make the effort to come together to share your experience in solving archival problems speaks clearly of your dedication to the job of seeing that our heritage will be our children's heritage as well.

I am pleased that the Archives and Records Division could participate in the planning of your meeting. I hope that this conference, by informing and inspiring you, will increase the impetus you have already attained in the drive to preserve our recorded heritage. And I wish you a pleasant and enjoyable stay in Virginia.

Yours very truly,

A handwritten signature in cursive script that reads "Donald Haynes".

Donald Haynes

ADMINISTRATIVE SERVICES DIVISION  
Nolan T. Yelich  
Director of Administrative Services

LIBRARY DIVISION  
William J. Hubbard  
Director of Library Services

ARCHIVES AND RECORDS DIVISION  
Louis H. Manarin  
State Archivist



## MANAGING OUR HERITAGE?

At a time when the profession is asked to extend its programs to new clients, to cope with the proliferation of records, and to face the challenges of new technology, we are confronted with shrinking resources to meet these demands. The conference theme - **Managing Our Heritage?** - asks us to question how effectively we are doing these jobs. The program addresses areas of new and old concerns and provides insight into the discipline of management which may be the solution to the profession's dilemma. The plenary speaker will provide an overview of effective management principles. In the later sessions, participants will have the opportunity to apply these concepts to their work situation.

This is the first joint meeting of the South Atlantic Archives and Records Conference and the Mid-Atlantic Regional Archives Conference. It will bring together archivists, records managers, manuscript curators, and allied professionals representing institutions from New York to Florida. It will provide an opportunity to increase skills, share experiences, and meet new colleagues.

The success of this conference is a tribute to the willingness of archivists to volunteer to promote professional activities. The members of both the program and local arrangements committees have labored hard to develop the sessions that you will be attending and to complete the many tasks associated with a major conference. The support and cooperative spirit of the committee members and their sponsoring institutions are greatly appreciated.

### Program Committee

Lucious Edwards, Jr., Cochairman  
Louis H. Manarin, Cochairman  
Sharon Avery  
Jim Berberich  
Edmund Berkeley, Jr.  
Arthur Breton  
Conley Edwards  
Judith Felsten  
Richard Harrington  
Lorraine Lee  
David Ment  
David Olson  
William G. Ray  
Karen Stuart  
Wilda Logan Willis

### Local Arrangements Committee

Jodi Koste, Cochairwoman  
Jane Pairo, Cochairwoman  
Charlene Alling  
Katherine Bachman  
Joan Ectenkamp  
Alan Golden  
Anthony Gonzales  
Ervin Jordan, Jr.  
William Powell  
Suzanne Ray  
Lee Shepherd



## ACKNOWLEDGEMENTS

The Mid-Atlantic Regional Archives Conference and the South Atlantic Archives and Records Conference gratefully acknowledge the support and assistance of the **Paige Company, Pohlig Brothers, Inc., Virginia Commonwealth University, and Virginia State Library.**

Special thanks to the **University Library Services, Virginia Commonwealth University** for the use of computer facilities for the workshop on Automated Techniques in Archives.

The Local Arrangements and Program committees wish to recognize the following persons for their assistance: **Nancy Gathright, Mary Jane Green, Melissa Irby, and Virginia Lee Taylor.**

## EXHIBITS

The Local Arrangements Committee welcomes the following exhibitors to the conference:

**Chadwyck-Healey  
Conservation Resources International  
Pohlig Brothers, Inc.  
University Products**

The exhibits will be open Friday, April 26, from 8:00 a.m. to 5:00 p.m. and Saturday, April 27, from 8:00 a.m. to 12:00 noon. We hope that conference participants will take advantage of the opportunity to visit the exhibits.



## REPOSITORY TOURS BY APPOINTMENT

APRIL 25-26, 1985

In addition to the group repository tours scheduled for Thursday afternoon (April 25), various Richmond area archives and records centers will be open for visits by appointment on Thursday and Friday (April 25 and 26). Persons interested in these tours should contact the repository for an appointment.

**W. J. Barrow Restoration Shop**, State Library, 11th Street at Capitol Square (Roger Daniel, 786-2310). Hours: 8:15-4:00. Specialists in the preservation and restoration of documents through the process pioneered by W. J. Barrow.

**Blue Cross and Blue Shield of Virginia**, 2015 Staples Mill Road (Beverley Wooldridge, 359-7176). Hours: 8:30-4:30.

**Business Records & County Government Services**, 3500 Mayland Court, Deep Run Business Center (Gary Range, 270-1900). Hours: 7:30- . Specialists in microfilming, computerized indexing, etc., for county governments.

**Foreign Mission Board of the Southern Baptist Convention**, 3806 Monument Avenue (Dorothy Owen, 353-0151). Hours: 8:30-5:00.

**Henrico County Circuit Court**, Record Room, Henrico County Complex, 2nd floor of Courthouse Building, Parham and Hungary Spring roads (Margaret Baker, Clerk, 747-4546). Hours: 8:00-4:30.

**Pohlig Brothers, Inc.**, 2419 East Franklin Street (H. Winstead Jones, 644-7824). Hours: 9:00-3:00. Manufacturer of acid-free archival materials.

**Randolph-Macon College**, Methodist Room, Ashland, Virginia (Flavia Owens, 798-8372). Hours: 9:00-4:30. One of the depositories of the Virginia Conference Historical Society, the emphasis of the collection is Methodism in Virginia.

**Reynolds Metals Company**, 4411 Jacque Street (M. Bruce Barr, 281-4169). Hours: 8:30-5:00.

**Richmond City Circuit Court**, Record Room, John Marshall Courts Building, 800 East Marshall Street (Amos Andes, 780-8809). Hours: 9:00-3:30.

**United Virginia Bank**, Corporate Records Department, 919 East Main Street (Dennis Hallerman, 782-7539). Hours: 8:30-5:00.

**Virginia Commonwealth University**, Archives, James Branch Cabell Library, 901 Park Avenue (Jodi Koste, 257-1108). Hours: 8:00-5:00. The focus of this collection is the university's archives, the life and writings of James Branch Cabell, and women.

**Virginia State Library**, Archives and Records Division, 11th Street at Capitol Square (786-2306). Hours: 8:15-5:00. Tours of the Archives and Records Division are scheduled for April 25 and 26 from 2:00 to 3:00. Participants should be in the library's main lobby at 1:50 p.m.



## **WEDNESDAY, APRIL 24**

8:00 a.m.

### **PRECONFERENCE WORKSHOP**

5:00 p.m.

#### **AUTOMATED TECHNIQUES IN ARCHIVES (Commonwealth Room)**

The advent of the microcomputer and the MARC format for archival and manuscripts control (AMC) has made the use of computers and participation in library bibliographic networks realistic possibilities for archivists. This workshop, developed by the SAA Task Force on Automated Records and Techniques, is designed to train those interested in planning and implementing automated controls in their repositories. The first day of the workshop will cover considerations in planning and implementing systems, including case studies of microcomputer applications and shared mainframe environments. On the second day participants will receive hands-on experience in word processing, spreadsheet, and data base management systems. The workshop instructors will present information in a straightforward, nontechnical manner, but will assume that participants understand or have worked with data processing equipment. Pre-registration is required and enrollment is limited to 16. Please briefly describe your program responsibilities and indicate why you are interested in this workshop. Workshop fee: \$80.00.

**Presentors:** J. Thomas Converse, Branch Manager of Systems Control and Public Access, Kentucky Department of Archives and Libraries.

Glen McAninch, Library Technician, Special Collections, University of Kentucky.

Leon J. Stout, Head of Penn State Room, Pennsylvania State University.

## **THURSDAY, APRIL 25**

8:00 a.m.

### **PRECONFERENCE WORKSHOPS**

5:00 p.m.

#### **AUTOMATED TECHNIQUES IN ARCHIVES, CONTINUED (Tompkins - McCaw Library, VCU)**

#### **BEGINNING RECORDS MANAGEMENT WORKSHOP (Jefferson Room)**

This daylong workshop will provide basic training in records management principles and procedures for novices. The instructors will be from both public and private sector programs. The sessions will cover retention and disposition scheduling, records centers, microfilming, vital records, forms and reports management, and files and correspondence management. Enrollment is limited to 25. Workshop fee: \$25.00.

**Chair/Commentator:** William G. Ray, Head, Records Section, Archives and Records Division, Virginia State Library.

**Presentors:** Mary Jo Ozment, Forms Manager, Department of Social Services - "Forms and Reports Management."

Dennis M. Hallerman, Records Analyst, United Virginia Bank - "Records Retention."

Robert W. Draben, Records Management Analyst, Archives and Records Division, Virginia State Library - "Records Centers."



Richard M. Harrington, Assistant State Archivist for Records,  
Virginia State Library - "Vital Records."

John B. Breeden, Microfilming Supervisor, Archives and  
Records Division, Virginia State Library - "Microfilm."

Essie C. Simms, Office Supervisor, Robertshaw Controls  
Company - "Files and Correspondence Management."

12:00 p.m. **REGISTRATION (Lower Lobby)**  
7:00 p.m.

1:00 p.m. **PRESERVATION SURVEY WORKSHOP**  
5:00 p.m. **(Commonwealth Room)**

How do archivists determine the conservation problems that need attention in their repositories? This workshop will discuss basic signs of deterioration that archivists can detect for themselves. Elementary conservation techniques that can be performed without extensive training will be discussed and simple conservation techniques will be demonstrated.

**Presentors:** Michael Plunkett, Associate Curator of Manuscripts, University of Virginia.

Robert Hull, Public Service Assistant, Manuscripts Department, University of Virginia.

1:00 p.m. **REPOSITORY TOURS (Lower Lobby)**  
5:00 p.m.

Guided repository tours are available for three special interest areas: historical, religious, and corporate or business archives. The historical tour will visit the Valentine Museum, Museum of the Confederacy, Tompkins-McCaw Library on the medical campus of Virginia Commonwealth University, and Virginia Historical Society. The religious repository tour will include visits to the Congregation Beth Ahabah Museum and Archives, Virginia Baptist Historical Society, and Union Theological Seminary. Those interested in business or corporate archives and records management programs will visit the Virginia State Corporation Commission, the Federal Reserve Bank, and A. H. Robins Company, Inc. Each tour is limited to 15 persons and pre-registration is required. Participants should meet in the lower lobby of the hotel at 1:00 p.m. Other repositories are open by appointment.

2:00 p.m. **SAARC DIRECTORS' MEETING (Monroe Room)**  
5:00 p.m.

3:00 p.m. **MARAC STEERING COMMITTEE (18th Floor, Board Room)**  
6:00 p.m.

5:30 p.m. **WALKING TOUR AND DINNER IN SHOCKOE SLIP**  
**(Pre-registration Required) (Lower Lobby)**

7:00 p.m. **PLANETARIUM SHOW AT THE SCIENCE MUSEUM**  
**(Tickets Required) (Salons 1-4)**

9:00 p.m. **HOSPITALITY SUITE (To be announced)**  
11:00 p.m.

#### **FRIDAY, APRIL 26**

7:30 a.m. **REGISTRATION (Lower Lobby)**  
6:00 p.m.



8:00 a.m. **EXHIBITS (Lower Lobby)**  
5:00 p.m.

8:30 a.m. **PLENARY SESSION (Salons 1-4)**  
9:45 a.m.

#### **WELCOME**

#### **"SEARCHING FOR EXCELLENCE: EFFECTIVE MANAGEMENT"**

Chong M. Pak, Chairman, Department of Public Administration, Virginia Commonwealth University, and Director of Virginia Executive Institute

9:45 a.m. **BREAK**  
10:15 a.m.

10:15 a.m. **CONCURRENT SESSIONS**  
11:45 a.m.

#### **1. INFORMATION MANAGEMENT OF PUBLIC RECORDS: WHO CONTROLS IT? (Madison Room)**

This session will examine the roles and working relationships of archivists, records managers, and information specialists. It will ask how the roles of all three may be combined or coordinated to ensure their common goals. Particular emphasis will be given to the problems associated with records created by electronic methods.

**Chair/Commentator:** Joel A. Shirley, Supervisor of Computer Services Division, South Carolina Department of Archives and History.

**Presentors:** J. Thomas Converse, Branch Manager of Systems Control and Public Access, Kentucky Department of Archives and Libraries - "The Information Safety Net?"

Arlon Kemple, Computer Manager, North Carolina Department of Cultural resources - "Computers and the Human Interface."

#### **2. COOPERATION IN PRESERVATION (Commonwealth Room)**

The Southeastern Library Network (SOLINET), a nonprofit membership network serving libraries and archives throughout the southeast, recently funded a cooperative preservation program. The speaker will discuss field services training, disaster assistance, and preservation services for SOLINET members.

**Chair/Commentator:** Lorraine Lee, Training Specialist, Georgia Department of Archives and History.

**Presentors:** Lisa Fox, Assistant to the Director, Southeastern Library Network (SOLINET) - "SOLINET's Cooperative Preservation Program."

#### **3. FREEDOM OF INFORMATION v. PRIVACY PROTECTION (Salons 1-3)**

This session will explore the background and implications of these laws to the records community through a



delineation of their legal and constitutional origins, the ethical problems posed by them, and their effect on the records user.

**Chair/Commentator:** William G. Ray, Head, Records Section, Archives and Records Division, Virginia State Library.

**Presentors:** Francis C. Lee, Assistant Attorney General, Office of the Attorney General, Commonwealth of Virginia - "Legal Foundations of Freedom of Information and Privacy Protection Laws."

Leigh E. Grosenick, Director, Doctorate of Public Administration Program, School of Community and Public Affairs, Virginia Commonwealth University - "Ethical Problems of Freedom of Information and Privacy Protection for the Records Professional."

Joseph F. Gatins, Staff Writer, Richmond Times-Dispatch - "Freedom of Information and Privacy Protection: How They Affect the Records User."

#### **4. PHOTOGRAPHIC COLLECTIONS: ARRANGEMENT AND ACCESS (Jefferson Room)**

Two still photograph projects will be described to illustrate approaches to the arrangement of and access to large collections. Basic planning considerations such as the relationships between print and negative files, user access, and the choice of verbal or visual description will be discussed.

**Chair/Commentator:** Judith Felsten, Senior Archivist, New York State Archives.

**Presentors:** Mary Ann Kenworthy, Photographic Archivist, University of Pennsylvania Museum.

Jill Gates Smith, Curator of Non-Print Materials, The Medical College of Pennsylvania.

#### **5. ARCHIVES AND SOCIETY (Salon 8)**

Archivists have always worried that their profession is largely unknown to many sectors of the public that they serve, and that such obscurity often makes it difficult to obtain support for archival programs. This session, chaired by a member of SAA's Archives in Society Task Force, will attempt to create a dialogue between archivists and users of archives that may produce useful suggestions about publicizing our profession and its important work. Panelists will respond to a series of questions given them in advance, and the audience will then be invited to join in a discussion of this vital concern.

**Chair/Commentator:** Fay Phillips, Archivist, Documentation Standards Division, National Archives and Records Administration.

**Presentors:** O. Alan Gianniny, Jr., Professor of Humanities, University of Virginia.

Carter Hudgins, Chairman of Department of Historic Preservation, Mary Washington College.

Margaret H. Emery, Professional Genealogist, Richmond, Virginia.

12:00 p.m.  
1:30 p.m.

**LUNCHEON (Salons 4 & 5)**



## **"RICHMOND'S DOWNTOWN LANDMARKS"**

Jack Zehmer, Executive Director, Historic Richmond Foundation.

1:45 p.m.

3:15 p.m.

## **CONCURRENT SESSIONS**

### **6. REELING AND DEALING: THE MICROGRAPHICS VENDOR AND YOU (Jefferson Room)**

This session will explore the relationships between micrographics vendors and users at the local, state, and federal levels. Dialogue will enable both groups to air complaints and grievances and to offer suggestions for improving communications. This session will run to 5:00 p.m.

**Chair/Commentator:** Richard Harrington, Assistant State Archivist for Records, Virginia State Library.

**Presentors:** William E. Neale, Sales Representative, AmeriCom of Virginia.

Whitney S. Minkler, Vice-President, Micrographics Systems Technology Corporation.

James I. Bateman, Manager, Micrographics Division, SEC Computer Company.

Joseph Hardy, Records Analyst, U.S. Army.

R. Breckinridge Daughtrey, Deputy City Clerk, City of Norfolk.

Frank M. Suran, Associate Archivist, Division of Archives and Manuscripts, Pennsylvania State Archives.

### **7. PROTAGONISTS AND/ OR COMPATRIOTS? (Salons 1-3)**

The recent debate in *Archivaria* has caused archivists and historians to rethink their traditional concepts and appraisals of each other's efforts. Archivists traditionally have viewed themselves as a unique part of the historical profession. Participants in this session will explore the potential relationship and the differences between archivists and public and academic historians.

**Chair/Commentator:** Trudy Peterson, Acting Deputy Assistant Archivist for the National Archives, National Archives and Records Administration.

**Presentors:** Richard T. Cox, Head, Archives and Records Division, Alabama Department of Archives and History - "Redefining the Relationship Between Historians and Archivists."

Fred Stielow, History and Library Science Coordinator, University of Maryland at College Park - "Archivists and Academic Historians: A Schizophrenic Legacy."

### **8. EFFECTIVE FINDING AIDS WORKSHOP (Commonwealth Room)**

Participants will be asked to describe the various elements in a collection prior to the meeting. During this workshop they will evaluate their descriptions and discuss with the workshop leader the scope, content, and research uses of finding aids. Pre-registration is required and enrollment is limited to 25.

**Presentor:** Karen Jefferson, Senior Manuscript Librarian, Moorland-Spingarn Research Center, Howard University.



## 9. GETTING PUBLISHED (Monroe Room)

Few archivists take advantage of the opportunity to share their knowledge in print because of limited understanding of the publication process. Representatives from archival and local historical publications will speak on issues including topics in search of authors, mechanics and style, and editors' criteria for selecting material.

**Chair/Commentator:** Charles Lesser, Assistant Director for Archives and Publications, South Carolina Department of Archives and History.

**Presentors:** Barbara Benson, Director of Library, The Historical Society of Delaware - "Local History Publications."

Timothy Walch, Editor, Prologue, National Archives, National Archives and Records Administration - "Archival Publications."

## 10. DEVELOPING A SUCCESSFUL OUTREACH PROGRAM: THE FLORIDA EXPERIENCE (Madison Room)

The Florida Division of Archives, History and Records Management has developed a statewide network of records management liaison officers and a yearly series of regional workshops to train local government agencies to implement and maintain efficient records management programs. Speakers will describe these efforts.

**Chair/Commentator:** Jim Berberich, Chief, Bureau of Records and Information Management, Division of Archives, History and Records Management, Florida Department of State.

**Presentors:** Steve M. Lewis, Management Analyst, Division of Archives, History and Records Management, Florida Department of State - "Implementation Phase." Herb Austin, Management Analyst, Division of Archives, History and Records Management, Florida Department of State - "Development Phase."

3:30 p.m.  
5:00 p.m.

## REELING AND DEALING, CONTINUED (SEE SESSION NO. 6)

## 11. COMPUTER-GENERATED FINDING AIDS (Salons 1-3)

Speakers will describe the ways computers are being used to produce finding aids at their institutions. Also, they will show how computers can aid archivists in maintaining intellectual control of records at various levels of description.

**Chair/Commentator:** Nancy Sahli, Archives Specialist, National Historical Publications and Records Commission, National Archives and Records Administration.

**Presentors:** W. Theodore Durr, Professor of Sociology and Director of Baltimore Region Institute Studies, University of Baltimore - "Creating Automated Finding Aids."

Elaine Engst, Supervisor of Technical Services, Department of Manuscripts and University Archives, Cornell University - "Using RLIN at Cornell."



**12. MEASURING AND EVALUATING THE EFFECTIVENESS  
OF PUBLIC SERVICE PROGRAMS  
(Commonwealth Room)**

Can the effectiveness of such programs be measured? This session will investigate efforts by the National Association of State Archivists and Records Administrators to develop common reporting standards. Lessons learned from recent attempts to measure the effectiveness of public service programs by both public and private repositories will be discussed also.

**Chair/Commentator:** Richard Lindeman, Reference Archivist, Special Collections, Robert W. Woodruff Library, Emory University.

**Presentors:** Roy H. Tryon, Bureau Chief, Bureau of Archives and Records Management, Delaware Hall of Records - "NASARA's Program Reporting Standards."

Kay Domine, College Archivist, E. G. Swem Library, College of William and Mary - "How Evaluation is REALLY Done."

**13. BROADER HORIZONS: THE BENEFITS OF JOINING  
OTHER PROFESSIONAL ORGANIZATIONS  
(Monroe Room)**

Archival organizations act as umbrella associations for those in the profession, yet there are numerous other organizations that address the needs of special interest groups within the archival community. This panel will focus on the benefits of dual membership and broader networking.

**Presentors:** Marie Allen, Archivist, Presidential Libraries, National Archives and Records Administration - "Oral History, Mid-Atlantic Region (OHMAR)."

Roger Hart, Manager, Word Processing Department, A. H. Robins Company, Inc. - "Office Automation Association of Richmond" and "Association of Information Systems Professionals."

Gail Davis, Records Administrator, Research and Development Department, Philip Morris, U.S.A. - "Old Dominion Chapter of Association for Information and Image Management."

Robert Draben, Records Management Analyst, Archives and Records Division, Virginia State Library - "Association of Records Managers and Administrators."

Don Miller, Management Consultant, Resources Incorporated - "Association for Educational Data Systems" and "Commonwealth of Virginia Information Sciences."

Marianne Withers, Archivist, Archives and Records Division, Virginia State Library - "Special Libraries Association."

**14. RUNNING AWAY TO JOIN THE CIRCUS: ARCHIVAL  
BURNOUT (Madison Room)**

The tedium of one's job year after year and consistent failure to develop a program in which both professional and personal efforts have been invested can lead to stress and burnout. Frustration, declining enthusiasm, intellectual stagnation, and other factors are recognizable symptoms of the malaise known as burnout. Sensi-



tive and realistic managers should see these symptoms as a problem for individual staff members and a threat to the programs for which they are responsible. Speakers will address the areas of stress management and burnout, their effects, and how to cope with them.

**Chair/Commentator:** Paul I. Chestnut, Head, Reference and Reader Service Section, Manuscript Division, Library of Congress.

**Presentors:** Richard E. Hardy, Professor and Chairman of the Department of Rehabilitation Counseling, Virginia Commonwealth University - "Managing Stress." W. Clinton Pettus, Dean of the School of Natural Sciences and Professor of Psychology, Virginia State University - "Burnout."

- 5:00 p.m.      **MARAC STATE CAUCUS MEETINGS (TBA)**  
5:45 p.m.
- 6:00 p.m.      **RECEPTION - MUSEUM OF THE CONFEDERACY**  
7:30 p.m.
- 9:00 p.m.      **HOSPITALITY SUITE (TBA)**

#### **SATURDAY, APRIL 27**

- 7:30 a.m.      **REGISTRATION (Lower Lobby)**  
12:00 p.m.

- 7:30 a.m.      **MARAC BREAKFAST AND BUSINESS MEETING**  
9:00 a.m.      **(Salons 1-4)**

Among the items to be considered are: dues increase, constitution and bylaws ratification, and the Custer and Finding Aid awards.

- 8:00 a.m.      **SAARC BREAKFAST (Salon 5)**  
9:00 a.m.

- 8:00 a.m.      **EXHIBITS (Lower Lobby)**  
12:00 p.m.

- 9:15 a.m.      **CONCURRENT SESSIONS**  
10:45 a.m.

#### **15. RECORDS MANAGEMENT IN EDUCATION: LESSONS FROM PROGRAMS IN SECONDARY AND HIGHER EDUCATION (Jefferson Room)**

Records management programs in secondary and higher education share some common elements. This session examines two records management programs—one operating in a public school environment, the other in an academic setting—to discover common elements in the successful achievement of their goals and objectives.

**Chair/Commentator:** Conley L. Edwards, Head, Public Services Section, Archives and Records Division, Virginia State Library.

**Presentors:** Marianna Durst, Records Management Coordinator, Prince William County, Virginia, Public Schools - "Records Management: From Policy to Action."



John M. Clayton, Jr., University Archivist and Director of Records Management, University of Delaware Archives - "Steps Toward Success—Logical and Illogical."

**16. THE STATE ASSESSMENT PROJECTS: WHERE DO WE GO FROM HERE? (Commonwealth Room)**

Twenty-seven states have completed historical records needs assessment studies and others are underway. This session analyzes these studies, reviews accomplishments, and projects their future significance.

**Chair/Commentator:** William S. Price, Jr., Director, North Carolina Division of Archives and History.

**Presentors:** Richard T. Cox, Head, Archives and Records Division, Alabama Department of Archives and History - "Alabama: Case Study."

George Vogt, Director, Records Program, National Historical Publications and Records Commission, National Archives and Records Administration - "State Assessments: A National View."

Ed Weldon, Director, Georgia Department of Archives and History - "Not Only Poor But Ugly."

**17. CURRENT DIRECTIONS AT HISTORICAL SOCIETIES (Salon 6)**

Speakers will contrast the activities of a newly established program with those of a well established repository responding to new demands. Public programming, curatorial procedures, collection use and access policies, and cooperative efforts among historical society archivists will be discussed.

**Chair/Commentator:** Jack McCarthy, Chief Archivist, Chester County Archives.

**Presentors:** Rebecca Ebert, Archives Librarian, The Handley Library.

Linda Stanley, Chief of Manuscripts, The Historical Society of Pennsylvania.

**18. PROGRESS OR STALEMATE: LOCAL PUBLIC RECORDS PROGRAMS AT TWENTY-FIVE (Monroe Room)**

Over the past twenty-five years many states have developed local records programs. Each is organized and administered in accordance with the state's mandate, and there are differences between programs. Participants will examine several state programs with an emphasis on analyzing present and future prospects.

**Chair/Commentator:** Louis Manarin, State Archivist, Virginia State Library.

**Presentors:** Murray Parker, Records Analyst, North Carolina Division of Archives and History - "North Carolina's Experience."

James Summerville, Project Director, American Association for State and Local History - "American Association of State and Local History's Program—Views and Comments."

Pete Schenkel, Archivist, Georgia Department of Archives and History - "Georgia's Program."



## **19. BEING PREPARED (Madison Room)**

This session will address the preparation of an institutional and regional disaster plan. Speakers will discuss the factors underlying the need for such programs, the requirements of a program, and the problems encountered when creating a plan.

**Presentors:** Janet Linde, Assistant University Archivist, University of Virginia - "Developing the UVA Plan."  
Hank Holmes, Editor, Mississippi Archivist, Mississippi Department of Archives and History - "The Mississippi Regional Plan."

11:00 a.m.  
12:30 p.m.

## **CONCURRENT SESSIONS**

## **20. PUMPING PAPER (Madison Room)**

This workshop is devoted to the physical ailments and injuries common in the archival profession. Speakers will discuss anatomy and movement and demonstrate the proper way to lift and retrieve boxes. Participants will have the opportunity to practice "pumping paper" and to learn simple exercises that can be done at work. Participants should dress appropriately (exercise wear preferred).

**Presentors:** Jan Michael Hanvik, Massage Therapist, New York.  
Leslie Hansen Kopp, Archivist, Conservation Consortium.

## **21. SELLING ARCHIVES AND RECORDS MANAGEMENT TO LOCAL GOVERNMENTS (Jefferson Room)**

The pressures of current business operations leave little time for officials to deal with the problems of noncurrent records. Often, many noncurrent records are retained in operating offices for their historical research value, and office staff seek to provide reference service to the public. The selling of records management is not always easy, but the benefits are real. Session speakers will present two perspectives on promoting the value and necessity of archival and records management programs for local government.

**Chair/Commentator:** William Powell, Records Management Analyst, Archives and Records Division, Virginia State Library.

**Presentors:** Robert K. Friedman, Records Administrator, City of Alexandria - "City of Alexandria's Records Programs."

William Wolchak, Records Analyst, New Jersey Division of Archives and Records Management - "Promoting Records Management at the Local Level."

## **22. MUSEUM ARCHIVES (Salon 6)**

The panelists will analyze the creation, administration, and use of archives at their respective museums. They also will discuss the value and uses of these records to individuals outside of the museum community.



**Presentors:** Maygene Daniels, Archivist, National Gallery of Art.  
William Deiss, Deputy Archivist, Smithsonian Archives.  
Patricia Butler, Associate Archivist, Colonial Williamsburg Foundation.

### 23. SUNRISE AT NARA (Commonwealth Room)

On April 1, 1985, the National Archives will become independent from the General Services Administration. Speakers will describe the procedures followed and problems encountered in achieving independent status and will analyze future plans and expectations for the agency.

**Chair/Commentator:** Charles Lee, Director, South Carolina Department of Archives and History.

**Presentors:** Richard Jacobs, Acting Executive Director, National Historical Publications and Records Commission, National Archives and Records Administration - "Independence Movement."

Frank Burke, Acting Assistant Archivist for the National Archives, National Archives and Records Administration - "The Archives in the Future."

12:30 p.m.  
1:30 p.m.

### LUNCH - ON YOUR OWN

1:30 p.m.  
3:00 p.m.

### CONCURRENT SESSIONS

### 24. EXHIBIT TECHNIQUES WORKSHOP (Jefferson Room)

This session will address techniques important to the success of any exhibit, large or small, big-budget or no-budget. Among the topics to be considered are the following: planning and scheduling; methods of display (considering both aesthetics and conservation, and emphasizing methods that can be undertaken using existing equipment, or with little additional expense); and effective labeling (including content and intended audience, use of labels to direct passage through the exhibit, legibility and positioning). The session will make use of slides, demonstrations, and group exercises. Pre-registration is required and enrollment is limited to 25.

**Presentors:** Laurie A. Baty, Museum Consultant, Baltimore, Maryland.

### 25. ARCHIVES AND LIBRARIES—A NEW UNITY? (Madison Room)

Over the years, archivists have worked hard to establish the distinctiveness of their aims and methods from those of librarians. The changing needs of information users, the evolving trends in archival education, and the development of computerized access to collections have led, however to increased cooperation between archives and libraries. Will the trend of the future be toward unity? Speakers will address this question from their own perspectives.

**Chair/Commentator:** Bob Sink, Manuscripts Specialist, New York Public Library.



✓

**Presentors:** Thomas Battle, Curator of Manuscripts, Moorland Spingarn Research Center, Howard University. Miriam Crawford, University Archivist, Temple University.

Jacqueline Goggin, Coeditor, J. Franklin Jameson Papers, Library of Congress

## **26. NEW TECHNOLOGIES IN INFORMATION PROCESSING (Commonwealth Room)**

The methods of recording information are changing as new technologies are being refined to more efficiently manage communications. The panel will discuss some of the more recent trends in the field of information processing, such as database information management, optical scanning, shared distributive systems using word processing, and local area networking. Their impact on our profession will be discussed.

**Chair/Commentator:** Suzanne Ray, Archives and Records Division, Virginia State Library.

**Presentors:** Murray Rosenberg, Section Leader, Technical Information Services, Philip Morris USA - "Optical Scanning and Database Information Management."

Joan Anderson, Trust Officer, Sovran Bank, Richmond, - "Shared Resource Systems."

Joseph F. Wasiuk, Research Scientist in Computer Technology, Philip Morris USA - "On Local Area Networks: An Overview."



## GETTING AROUND RICHMOND

Downtown Richmond is distinguished by a well-laid grid plan, with the numbered streets running north and south, the numbers starting at 1st Street which is four blocks west of the Marriott. Foushee Street divides streets designated east and west; Main Street divides those designated north and south. One way traffic is the rule on many of the city streets.

A word of caution—while the city's central area is currently undergoing a tremendous revitalization, it is still advisable to travel in groups when walking in the hotel area after dark. If walking to the reception at the **Museum of the Confederacy**, conference participants should walk east on Broad Street to 12th Street, turn left on 12th Street and continue two blocks to the museum.

### Local Transit

The Greater Richmond Transit Company (GRTC) provides bus service within the city and to some suburban locations. Twenty-four hour information on routes and schedules can be obtained by calling 358-GRTC. Information will also be available at the conference registration desk. The basic fare is 60 cents with an additional 5 cents for transfers (exact change is required). For handicapped transport, call SPECTRAN at 233-1147.

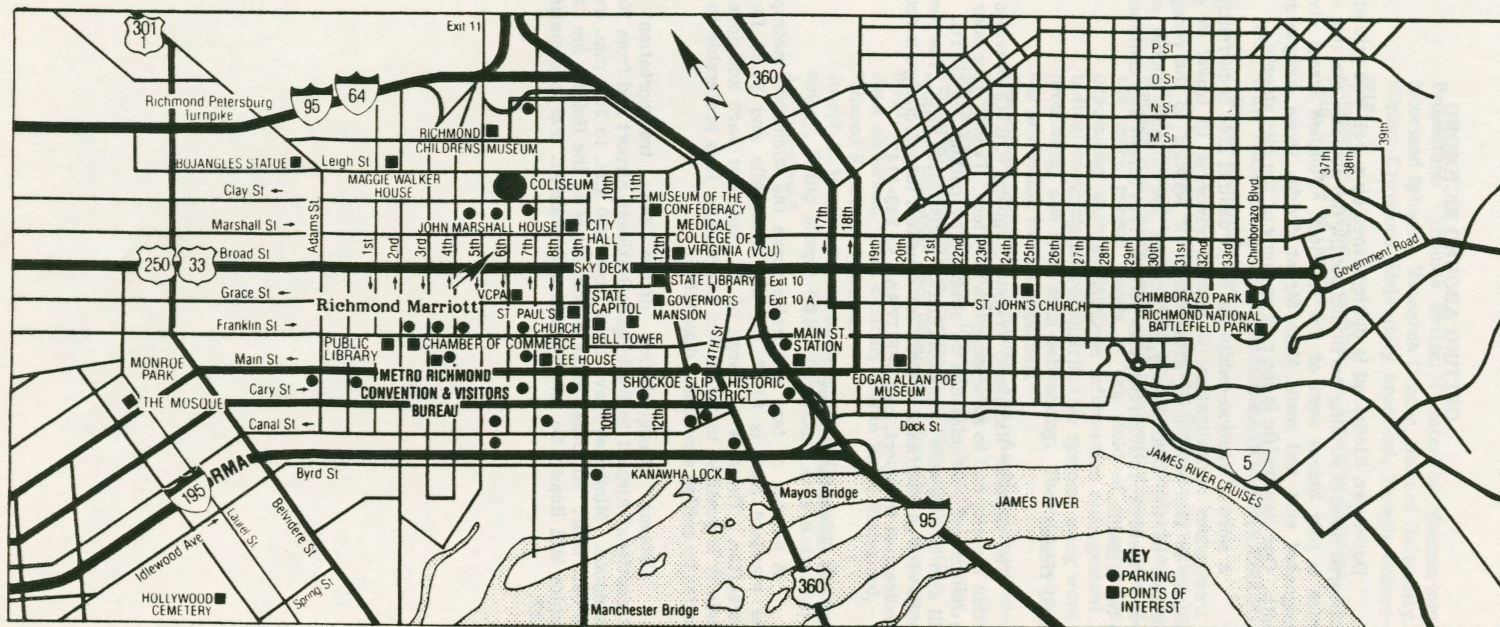
### Taxi and Limousine Service

A number of taxi companies serve the Richmond metropolitan area. The standard fare is \$1.75 for the first mile and \$1.00 for each mile thereafter. There is a charge of 30 cents for each additional passenger. While it is possible to hail a taxi in the city, it is preferable to arrange for service by calling a company dispatcher.

Groome Transportation offers daily transportation from Byrd International Airport to Washington National Airport and from Washington to Richmond. Minibuses leave Byrd from 5:30 a.m. to 5:30 p.m. every hour on the half hour. All buses make pickup stops at the Holiday Inn Crossroads on Staples Mill Road. No reservations are required. For information, call 222-7222.



# MAP OF RICHMOND





## RESTAURANT GUIDE

This is a list of selected Richmond restaurants chosen for their proximity to the Richmond Marriott, and type of cuisine, or local charm. Additional restaurant listings may be found in the Yellow Pages. Please go to the Registration Desk for additional information or directions.

MC=MasterCard, V=VISA, AE=American Express, C=Choice, R=Reservations recommended

### APOLLO RESTAURANT

703 E. Broad Street  
649-7070

M-F, 9 a.m.-9 p.m.  
Sat., 10 a.m.-8 p.m.  
Pizza and hoagies.

### BILL'S BARBEQUE

700 E. Main Street  
643-9857

M-F, 7 a.m.-6 p.m.  
Price: \$2 and up  
Barbeque and other sandwiches.

### BUS STOP

1210 E. Cary Street  
788-9933

M-F, 11:30 a.m.-2:30 p.m.  
(lunch)

T-Sat., 4:30 p.m.-2 a.m. (dinner)  
MC, V, AE  
Price: \$6.95-\$9.95

Chicken, beef, and selected  
seafood served at this restaurant  
in historic Shockoe Slip.

### CAMPUS ROOM

12th and Broad Streets  
(in old First Baptist Church)

786-0580

M-F, 6 a.m.-7 p.m.  
Price: \$1.95-\$6.95

Sandwiches and cafeteria style  
entrees.

### LE CHEF'S

114 E. Main Street  
634-4636

M-F, 11 a.m.-4 p.m. (lunch)  
MC, V, AE  
Price: \$5.00-\$7.00  
French food and pastries.

### CHICKEN'S

Inside the State Capitol  
1st Floor

M-F, 7:30 a.m.-4 p.m.  
Price: \$.95-\$1.95  
Cheap sandwiches; Governor and  
members of the General

Assembly can be seen grabbing a  
bite to eat here. NO CHAIRS.

### CHURCH'S FRIED CHICKEN, INC.

713 E. Broad Street  
788-4748

M-Thur., 11 a.m.-6 p.m.  
Fri., 11 a.m.-7 p.m.  
Sat., 11 a.m.-6 p.m.

### COMMONWEALTH PARK HOTEL

9th and Bank Streets  
343-1111

1. The Assembly  
Mon., 6 p.m.-10 p.m.  
Tue.-Sat., 6 p.m.-10:30 p.m.  
MC, V, AE, C  
Price: \$16-\$21  
Elegant continental cuisine.
2. Maxine's  
M-Sat., 7 a.m.-2:30 p.m.  
Sun., 7 a.m.-11:30 a.m.  
(breakfast only)  
Price: \$5 and up  
Garden atmosphere over-  
looking Capitol Square.

### EDITH'S SANDWICH SHOP

305 N. 7th Street  
649-2554

M-F, 6 a.m.-2:30 p.m.  
A take-out place with a few  
chairs and \$1 daily lunch  
specials.

### FIFTH STREET KITCHEN

6 N. 5th Street  
788-9031

M-F, 11:30 a.m.-2 p.m.  
Price: under \$5  
Vegetarian sandwiches, desserts,  
and breads baked on the  
premises.

### IT'S ONLY NATURAL

604 E. Grace Street  
780-0559

M-F, 9 a.m.-3 p.m.



Sat., 11 a.m.-4 p.m.  
Take out frozen yogurt, shakes,  
soup, and sandwiches.

### JOHN MARSHALL HOTEL

5th and Franklin Streets  
644-4661

1. Captain's Grill  
Daily, 11:30 a.m.-5 p.m.  
(lunch)  
Daily, 5:30 p.m.-10:30 p.m.  
(dinner)  
MC, V, AE  
Price: \$4-\$7 (lunch)  
\$9-\$30 (dinner)  
Seafood dishes in a  
nautical atmosphere.
2. Soup Factory  
M-F, 6 a.m.-11 a.m.  
(breakfast)  
M-F, 11:30 a.m.-2:30 p.m.  
(lunch)  
Sat., 7 a.m.-11 a.m.  
(breakfast)  
MC  
Price: under \$5  
Breakfast served, lunch  
cafeteria style.

### MCDONALD'S

711 E. Broad Street  
782-0970  
Sun.-Thur., 7:30 a.m.-11 p.m.  
Fri. & Sat., 7:30 a.m.-12  
midnight

### MATT'S BRITISH PUB

109 S. 12th Street  
644-0848  
M-Sat., 11 a.m.-3 p.m. (lunch)  
M-Thur., 5 p.m.-10 p.m. (dinner)  
Fri. & Sat., 5 p.m.-12 midnight  
(dinner)  
MC, V, AE  
Price: \$7.95 and up  
Traditional British food served in  
this restaurant in historic  
Shockoe Slip.

### MILLER AND RHOADS DEPARTMENT STORE

517 E. Broad Street  
648-3111

1. Tea Room  
5th floor  
M-Sat., 11 a.m.-3 p.m.  
MC, V, AE  
Price: \$4-\$6  
Long established Richmond  
tea room serving traditional  
fare including a large salad  
bar. Very slow service.

2. Coffee Shop  
Basement  
M-Sat., 10 a.m.-4 p.m.  
Price: under \$5

### MORTON'S TEA ROOM

2 E. Franklin Street  
648-7062

M-F, 11:30 a.m.-2:15 p.m.  
(lunch)  
M-F, 5 p.m.-7:30 p.m. (dinner)  
Price: \$3.50-\$11.95  
Traditional Southern fare with  
excellent breads served in an old  
Victorian home.

### NATOLIS

1218 E. Cary Street  
780-3022  
M-F, 11:30 a.m.-2 p.m. (lunch)  
M-Thur., 5 p.m.-10 p.m. (dinner)  
Fri., 5 p.m.-12 midnight (dinner)  
Sat., 4 p.m.-12 midnight (dinner)  
Sun., 12 noon-9 p.m. (lunch and  
dinner)  
MC, V, AE  
Price: \$8.50-\$14.95  
Italian food, good cannelloni.

### O'MALLEY'S

603 E. Main Street  
643-7792  
M-F, 11:30 a.m.-5 p.m. (lunch)  
Mon., 5 p.m.-8 p.m. (dinner)  
Tue.-Sat., 5 p.m.-9:30 p.m.  
(dinner)  
MC, V, AE  
Price: \$3.95-\$6.95 (lunch)  
\$15-\$20 (dinner)  
Good burgers. Steak and seafood  
served for dinner.

### PEKING RESTAURANT

1302 E. Cary Street  
649-8888  
M-Thur., 11:30 a.m.-10 p.m.  
Fri., 11:30 a.m.-11 p.m.  
Sat., 5 p.m.-11 p.m. (dinner)  
MC, V, AE  
Price: \$3.95-\$5.95 (lunch)  
\$6.95-\$14.95 (dinner)  
Mandarin and Szechuan cuisine  
in historic Shockoe Slip building.

### PENNY LANE PUB

207 N. 7th Street  
780-1682  
M-Sat., 11 a.m.-11 p.m.  
MC, V, AE  
Price: \$2-\$6 (lunch)  
\$5-\$12 (dinner)  
English pub decorated with  
Beatles memorabilia.



**PERLY'S DELICATESSEN**

111 E. Grace Street  
649-2779

M-F, 7 a.m.-3 p.m.

Sat., 8 a.m.-3 p.m.

MC, V, C

Price: up to \$5

Daily specials, sandwiches, soups and salads.

**POOR RICHARD'S**

103 E. Cary Street  
643-1292

M-Thur., 11:30 a.m.-11:30 p.m.

Fri. & Sat., 11:30 a.m.-1 a.m.

MC, V, AE

Price: \$4-\$10 (lunch)

\$9-\$15 (dinner)

Homey downstairs with an outdoor patio—a great place to have a drink on a warm afternoon. Entertainment Friday and Saturday nights.

**RED DOOR**

314 E. Grace Street  
649-1588

M-F, 7:30 a.m.-7 p.m.

Sat., 7:30 a.m.-4 p.m.

MC, V, C

Price: \$2-\$7

Informal atmosphere. Greek, Italian, and American cuisine.

**THE RICHMOND MARRIOTT**

500 E. Broad Street  
643-3400

1. Chardonney's

M-Sat., 6 p.m.-10 p.m.

MC, V, AE

Price: \$12.50-\$34

French cuisine.

2. Court Plaza Cafe

M-F, 6:30 a.m.-11 a.m.

(breakfast)

M-F, 11 a.m.-2:30 p.m.

(lunch)

M-F, 5 p.m.-11 p.m. (dinner)

Sat. and Sun., 7 a.m.-12 noon

(breakfast)

Sat. and Sun., 1 p.m.-5 p.m.

(lunch)

Sat. and Sun., 5 p.m.-11 p.m.

(dinner)

MC, V, AE

Price: \$2-\$7 (breakfast and

lunch)

\$3-\$12 (dinner)

American menu.

3. Triplett's

M-F, 11 a.m.-2 p.m. (lunch)

MC, V, AE, C

Features sandwiches for

lunch. Raw bar and drinks, 5 p.m.-11 p.m.

**SAM MILLER'S WAREHOUSE**

1210 E. Cary Street  
644-5465

M-Sat., 11 a.m.-2 a.m.

Sun., 10 a.m.-2 a.m.

MC, V, AE

Price: \$3.95-\$10.95

A restored warehouse in Shockoe Slip serving an American menu featuring eggs, beef, and limited seafood.

**7 ELEVEN**

8th and Broad Streets

788-1297

Biscuits and deli sandwiches.

**SKULL AND BONES**

12th and Marshall Streets  
643-1450

M-F, 6 a.m.-10 p.m.

Sat. & Sun., 6 a.m.-9 p.m.

Price: \$1.95-\$5.95

Sandwiches loaded with mayo; extra grease no extra charge.

**STANLEY'S CAFETERIA**

623 E. Grace Street

M-F, 11 a.m.-3 p.m.

Price: \$1-\$3

Hot entrees and sandwiches served cafeteria style.

**SUB STATION II**

827 E. Broad Street  
649-0499

M-Sat., 10 a.m.-7 p.m.

Price: up to \$4

Subs and stuffed potatoes.

**THALHIMER'S DEPARTMENT STORE**

1. Angelo's

M-Sat., 10 a.m.-4 p.m.

Price: \$2.50-\$5.00

MC, V, AE

Excellent hot dogs, sandwiches, homemade onion rings.

2. Sword and Kilt/Richmond Room

M-Sat., 11 a.m.-3 p.m.

Price: \$2.95-\$5.95

MC, V, AE

Outstanding salad bar; daily specials; sandwiches, salads. Slow service.

3. Soup Bar

M-F, 11 a.m.-2:30 p.m.

Price: \$2-\$5



MC, V, AE  
Excellent soups, sandwiches,  
raw bar, and daily specials.

#### TIME OUT

1214 E. Cary Street  
649-8180  
M-Thur., 11:30 a.m.-12 midnight  
Fri. & Sat., 11:30 a.m.-2 a.m.  
MC, V, AE  
Price: \$4.00-\$9.00  
Burgers and sandwiches.

#### THE TOBACCO COMPANY

1201 E. Cary Street  
649-9555  
M-F, 11:30 a.m.-2:30 p.m.  
(lunch)  
M-F, 5:30 p.m.-10:30 p.m.  
(dinner)  
Sat., 5 p.m.-12 midnight (dinner)  
Sun., 10 a.m.-2 p.m. (brunch)  
Sun., 5:30 p.m.-10 p.m. (dinner)  
MC, V, AE  
Price: \$3.95-\$8.50 (lunch)  
\$10.95-\$16.95 (dinner)  
Jackets required. Continental  
menu served in a restored  
tobacco warehouse. Nightly  
entertainment.

#### TRAVELLER'S

707 E. Franklin Street  
644-1040  
M-Sat., 6:00 p.m.-10 p.m.  
Price: \$13.95-\$27.95  
Prime ribs and N. Y. strip steaks  
served in an addition located  
behind the Robert E. Lee House.  
Coat and tie required.

#### UNO'S RESTAURANT

1216 E. Cary Street  
643-8971  
Sun.-Thur., 11:30 a.m.-12  
midnight  
Fri. & Sat., 11:30 a.m.-2 a.m.  
MC, V, AE  
Price: \$2.95-\$14.95  
Sandwiches and deep dish  
Chicago Style Pizza.

#### THE FAN RESTAURANTS AND RESTAURANTS IN OUTLYING AREAS

##### ATHENS TAVERN

401 N. Robinson Street  
353-9119  
Tues.-Sun., 5 p.m.-11 p.m.  
MC, V  
Price: \$5-\$12

Unassuming Greek cuisine with  
excellent girivestsi, baklava,  
spanakopita, and moussaka.

#### BAMBOO CAFE

1 S. Mulberry Street  
Daily, 11 a.m.-12 midnight  
MC, V  
Price: Moderate  
Scenes from HBO's Finnegan  
begin Again were shot here.  
Burgers, steaks, and daily  
specials.

#### BOGART'S

203 N. Lombardy Street  
353-9280  
M-Tue., 11:30 a.m.-11:30 p.m.  
Wed.-Thur., 11:30 a.m.-12:30  
a.m.  
Fri. & Sat., 11:30 a.m.-1 a.m.  
Sun., 2 p.m.-11:30 p.m.  
Price: \$4-\$7 (Front Room)  
\$7-\$12 (Back Room)  
Front Room serves sandwiches.  
Back Room serves seafood shish  
kebab. Live jazz in Back Room,  
Wed.-Sat.

#### BYRAM'S

3215 W. Broad Street  
355-9193  
M-F, 11:30 a.m.-2:30 p.m.  
(lunch)  
M-Sat., 5 p.m.-11 p.m. (dinner)  
MC, V, AE  
Price: \$8.95-\$18.95  
Seafood specialties including  
lobster.  
R

#### CAFE DI PAGLIACCI

214 N. Lombardy Street  
353-3040  
M-Sat., 5 p.m.-11 p.m.  
MC, V, AE  
Price: \$4.95-\$11.95  
Cozy Italian restaurant featuring  
veal, seafood, and pasta dishes.  
R

#### LA CASITA

5204 Brook Road  
264-9896  
Tue-Thur., 11:30 a.m.-10 p.m.  
Fri., 11:30 a.m.-11:30 p.m.  
Sat., 4 p.m.-11 p.m.  
Sun., 4 p.m.-10 p.m.  
MC, V, AE, C  
Price: \$4-\$7.95  
Mexican fare.



**COMMERCIAL CAFE**

111 N. Robinson Street

355-8206

Tue.-Fri., 11:30 a.m.-2:30 p.m.  
(lunch)

Tue.-Fri., 5 p.m.-11 p.m. (dinner)

Sat. &amp; Sun., 11:30 a.m.-11 p.m.

MC, V, C

Price: \$3.95-\$10.95

Excellent barbecue, ribs, and  
smoked meats served in a cozy  
atmosphere.**EL GAUCHO**

2929 W. Cary Street

358-1010

M-Sat., 11:30 a.m.-3 p.m. (lunch)

M-Sat., 5:30 p.m.-10 p.m. (dinner)

MC, V

Price: \$3.50-\$8.95

Argentine and South American  
cuisine.**EXTRA BILLY'S STEAK AND  
BAR-B-Q**

5205 W. Broad Street

282-3949

M-Thur., 11:30 a.m.-10 p.m.

Fri., 11:30 a.m.-10:30 p.m.

Sat., 5 p.m.-10:30 p.m.

MC, V, AE, C

Price: \$5.95-\$11.95

Barbequed pork, beef, and  
chicken cooked over mesquite  
wood fire.**FAROUK'S**

3033 W. Cary Street

355-0378

M-F, 5:30 p.m.-10 p.m.

MC, V, AE

Price: \$7-\$11

Indian cuisine.

**GRACE PLACE RESTAURANT**

826 W. Grace Street

353-3680

M-Sat., 11:30 a.m.-3 p.m. (lunch)

M-Sat., 5:30 p.m.-9 p.m. (dinner)

Price: \$3-\$6

Vegetarian dishes, many  
international and health foods.**HOUSE OF HUNAN**

6011 W. Broad Street

288-1234

M-F, 11:30 a.m.-10:30 p.m.

Sat., 12 noon-11:30 p.m.

Sun., 12 noon-10:30 p.m.

MC, V, AE

Price: \$5.25-\$19.00

Gourmet Chinese cuisine.

**HUMPHREY'S**

2229 W. Main Street

358-8894

M-F, 11 a.m.-11 p.m.

Sat., 5 p.m.-12 midnight

Sun., 11 a.m.-11 p.m.

MC, V, AE

Price: \$4-\$8 (lunch)

\$10-\$17 (dinner)

Fresh seafood. Piano music in  
downstairs formal dining area.  
Live jazz Fri. & Sat. Live  
entertainment Wed., Thur., and  
Sun.**JOE'S INN**

205 N. Shields Avenue

355-2282

Daily, 9 a.m.-2 a.m.

MC, V, C

Price: up to \$7

Generous portions served in very  
casual neighborhood restaurant  
featuring spaghetti a la Greek.**JOY GARDEN**

2918 W. Broad Street

358-8012

M-Thur., 11 a.m.-11 p.m.

Fri.-Sat., 11 a.m.-12 midnight

MC, V, C

Price: \$4.25-\$9.95

Cantonese, Szechuan, and  
Polynesian cuisine.**JULIAN'S RESTAURANT**

2529 W. Broad Street

359-0605

Mon., 11 a.m.-11:30 p.m.

Tues., closed

Wed.-Fri., 11 a.m.-11:30 p.m.

Sat. &amp; Sun, 11 a.m.-12 midnight

MC, V

Price: \$3-\$10

Richmond Italian restaurant  
established in 1947. Italian  
homemade bread highly  
recommended.**LA PETITE FRANCE**

2912 Maywill Street

353-8729

Wed.-Sat., 11:30 a.m.-2 p.m.

(lunch)

Wed.-Sat., 5:30 p.m.-10:30 p.m.

(dinner)

MC, V

Price: Expensive

Award winning French cuisine.

R

**ROBIN INN**

2601 Park Avenue



353-0298

Tue.-Sat., 4 p.m.-11 p.m.

Sun., 4 p.m.-10:30 p.m.

MC, V

Price: \$4-\$6

Family atmosphere featuring  
pizza, spaghetti, and lasagna.

#### **SHIROI HANA**

8536 Patterson Avenue

741-5512

Tue.-Sun., 5:30 p.m.-10 p.m.

MC, V, AE

Price: \$7.95-\$18.95

Authentic Japanese cuisine and  
sushi.

#### **SKILLIGALEE RESTAURANT**

5416 Glenside Drive

288-6200

M-F, 11:30 a.m.-2 p.m. (lunch)

M-Thu., 5:30 p.m.-10 p.m.

(dinner)

Fri. & Sat., 5 p.m.-11 p.m.

Sun., 5 p.m.-9 p.m.

MC, V, AE

Price: \$6.95-\$17.95

Seafood served in a nautical  
atmosphere.

#### **STELLA'S RESTAURANT**

411 N. Harrison Street

355-3395

M-F, 11 a.m.-11 p.m.

Sat., 5 p.m.-11:30 p.m.

MC, V, AE

Price: \$3-\$6 (lunch)

\$5-\$14 (dinner)

Greek food with daily specials  
including the Pekelia, a sampler  
of five traditional Greek dishes.

#### **STONEWALL CAFE**

1520 W. Main Street

359-6324

Daily, 11:30 a.m.-2 a.m.

MC, V

Price: \$3.95-\$10.95

Sandwiches, veal, beef, and pork  
entrees served in a turn of the  
century school house.

#### **STRAWBERRY STREET CAFE**

421 N. Strawberry Street

353-6860

M-F, 11:30 a.m.-2 p.m. (lunch)

M-F, 5 p.m.-10 p.m. (dinner)

Sat., 11 a.m.-12 midnight

Sun., 10 a.m.-10 p.m.

MC, V, C

Price: \$4-\$7 (lunch)

\$5-\$10 (dinner)

Open space restaurant with

stained glass featuring a bath  
tub salad bar.



## TELEPHONE NUMBERS

### Emergency

|                                                  |          |
|--------------------------------------------------|----------|
| Police or Fire .....                             | 911      |
| West End Rescue Squad .....                      | 358-8838 |
| Dentist Referral .....                           | 254-0388 |
| Poison Center, Medical College of Virginia ..... | 786-9123 |
| Peoples Drug Store                               |          |
| (24-hour service, no deliveries) .....           | 359-2497 |

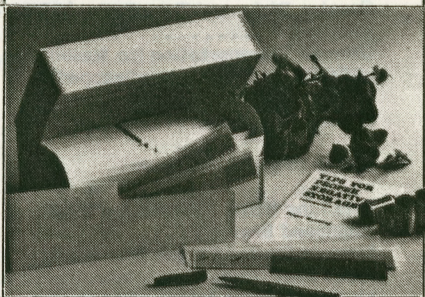
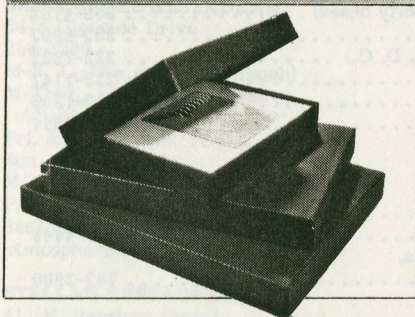
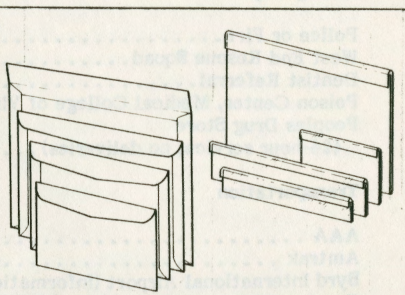
### Transportation

|                                                       |          |
|-------------------------------------------------------|----------|
| AAA .....                                             | 353-6611 |
| Amtrak .....                                          | 358-4936 |
| Byrd International Airport (information number) ..... | 222-7450 |
| Greater Richmond Transit Co. (GRTC city buses) .....  | 358-4782 |
| Greyhound .....                                       | 353-8903 |
| Groome Transportation (to Washington, D. C.) .....    | 222-7222 |
| SPECTRAN (for the handicapped) .....                  | 233-1147 |
| Trailways, 9th and Broad Streets .....                | 643-1886 |
| Yellow Cab Co. ....                                   | 355-4321 |

### Places to go, things to do

|                                          |          |
|------------------------------------------|----------|
| Arts Line (from NPR station WRFK) .....  | 264-2787 |
| Richmond Braves .....                    | 359-4444 |
| Virginia Center for the Performing Arts, |          |
| 600 East Grace .....                     | 782-3900 |
| Virginia Visitors Information Center     |          |
| Capitol Square .....                     | 786-4484 |





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